

It is expected that a Quorum of the Personnel Committee, Board of Public Works, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
March 4, 2013
6:30 PM
or immediately following Common Council
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Administration Committee, 2/18/13](#)
- D. DISCUSSION/ACTION ITEMS
 - 1. [Annual renewal of equipment breakdown insurance coverage with The Travelers Indemnity Company of Connecticut](#)
- E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
February 18, 2013
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 8:04 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Zelinski, Englebert, Benner, Klein, Taylor, Sevenich, Langdon, Krueger
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, Dpty Treasurer Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Administration Committee, 1/21/13](#)

Moved by Ald. Krueger, seconded by Ald. Langdon to approve minutes.

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [Due Process Hearing – Mr. Frog’s Nightclub, LLC, Luis Morales, Agent, 6 Tayco Street, Menasha](#)

CA/HRD Captain explained Luis Morales, agent for Mr. Frog’s Nightclub, pled guilty to three citations issued for liquor license violations. She explained the points and penalty associated with each citation in accordance with City ordinance. Mr. Morales has signed an agreement as it relates to continuing operations at the business establishment. CA Captain and Mr. Morales’ attorney both recommend a 30 day suspension of the liquor license for Mr. Frog’s Nightclub LLC.

Mr. Morales answered questions from the Administration Committee

PC Styka explained the citations issued. He stated Mr. Morales has meet with Police over the last few months to discuss business operations.

Moved by Ald. Sevenich, seconded by Ald. Taylor to assess 170 demerit points and suspend the liquor license of Mr. Frog’s Nightclub LLC for 20 days.

Moved by Ald. Krueger, seconded by Ald. Zelinski to amend to assess 170 demerit points and suspend the liquor license of Mr. Frog’s Nightclub LLC for 30 days.

Motion on amendment carried on roll call 7-1. Ald. Taylor voted no

Motion as amended carried on roll call 7-1. Ald. Taylor voted no

2. [Renewal - Inland Marine - Electronic Data Processing Insurance.](#)

CA/HRD Captain explained the insurance covers electronic data hardware and software. The insurance is through Allianz Global Corporation & Specialty Marine Insurance Company. The premium quote included TRIA coverage.

Moved by Ald. Englebert, seconded by Ald. Krueger to approve the renewal of the electronic data processing insurance coverage with AGCS for one year in the amount of \$3,936.00.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Englebert to adjourn at 8:51 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk



MEMORANDUM

Date: February 25, 2013

To: Administration Committee

From: Pamela A. Captain, City Attorney
PAC

RE: Equipment Breakdown Coverage (Boiler & Machinery Insurance) (RENEWAL)

The City's equipment breakdown insurance coverage is due for renewal. This coverage is provided through association with CVMIC which partners with Arthur J. Gallagher Risk Management Services, Inc. The insurance carrier is The Travelers Indemnity Company of Connecticut.

There were no significant changes in the city's business operations for 2013 to report to Gallagher. The premium amount is based on the City's statement of values updated annually for the Wisconsin Local Government Property Insurance Fund.

SAMPLE MOTION: To approve the renewal of the equipment breakdown insurance coverage with The Travelers Indemnity Company of Connecticut for 1 year in the amount of \$4,078.00.



Arthur J. Gallagher Risk Management Services, Inc. _____

February 28, 2013

Mike Brunn
City of Menasha
140 Main St.
Menasha, WI 54952

RE: Equipment Breakdown Coverage
03/01/2013 to 03/01/2014

Dear Mike:

The Equipment Breakdown coverage has been bound effective 3/1/13. The policy will be sent to you upon receipt and review for accuracy.

We are not aware of any changes in your exposures to loss, nor are we aware of any changes in your business operations that would necessitate additional coverage options. Please notify us immediately if you are planning any new business operations.

We would like to outline the following notable points for your consideration:

- Any entity not named in the policy, may not be an insured entity. This may include partnerships and joint ventures.
- The insurance carrier is The Travelers Indemnity Company of Connecticut. The A. M. Best rating is A+ XV. The A.M. Best Rating Summary is attached for your review.
- The renewal premium is \$4,078. Travelers will invoice you directly.
- Claims handling Instructions: Immediately contact Travelers for 24/7 claim reporting at 800-238-6225
- Gallagher is responsible for the placement of the following lines of coverage: Equipment Breakdown. It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.

We appreciate your business and look forward to working with you in the coming year. Please contact me at 920-380-2220 if you have any questions.

Thank you for your business.

Regards,

Kris Permann
Account Manager
Enclosure

Appleton Center, Suite 416
100 W. Lawrence Street, 4th Floor
Appleton, WI 54911
Main 920.734.1468
Fax 920.734.3637
www.ajg.com